

GUIDELINES ON PREVENTION OF ASSOCIATION & COLLECTIVE BARGAINING

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01

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POSE:

The Company is committed to building and sustaining a high-performance organization comprising a committed, capable and productive workforce, and in so doing, shall ensure the well-being of those who work with us. In managing employee relations, we shall be fair and consistent, follow the law of the land and be sensitive to cultural differences. We shall not discriminate on the basis of caste, creed, religion, thoughts and beliefs.

2. GENERAL PRINCIPLE:

Strong and independent workers' and employers' organizations, and the effective recognition of their right to engage in collective bargaining, are major tools for labour market governance. Collective bargaining is a way of attaining beneficial and productive solutions to potentially conflictual relations between workers and employers. It provides a means of building trust between the parties through negotiation and the articulation and satisfaction of the different interests of the negotiating partners. Collective bargaining plays this role by promoting peaceful, inclusive and democratic participation of representative workers' and employers' organizations.


3. IMPLEMENTATION

- Be fair and humane in all our dealings with our employees and will respect the dignity of our employees throughout their career with us.
- Recruit and retain capable individuals based on merit, their suitability for the role and their integrity.
- Build credibility and mutual trust through constant dialogue and other employee involvement mechanisms, and shall keep them updated on business performance. We shall encourage employee participation and team work through forums like safety committee, quality circles, work committee etc.
- Build and sustain a positive work environment in our sites, which shall recognize business imperatives in the matters of discipline, productivity, quality and workplace/process improvements. We shall respect the employees' right to organize themselves and shall encourage mutual gains bargaining with unit-based reinforcement bodies preferring bi-literalism. We shall honour all our commitments and implement all such contracts arrived at with the employees or their representatives.
- Strive to remunerate our employees in a fair manner based on region-cum-industry and unit/business viability and economic policy of the country, in a way that it is sustainable on a long-term basis in the face of competition. We shall drive superior delivery through mechanisms that link remuneration to performance.
- Focus on building knowledge, skills and attitude of our employees in order to drive continuous performance improvement and enhance their employability.
- Remain committed to the Safety, Health and Welfare of our employees and shall create a satisfying, empowering and stimulating work environment aimed at making work enjoyable.
- Strict adherence to non-employment of Child Labour.

4. PROCEDURE FOR MONITORING OF FORCED/COMPULSORY/BONDED LABOUR:

- Astron Paper and Board Mill Ltd. respects The Trade Union Act 1923, Industrial Dispute Act 1947 and the right of the employees to form, join and organize trade union(s) of their choice and to bargain collectively on their behalf with management. However, there are no trade union(s) in the organization as of now.
- Astron Paper and Board Mill Ltd. does not involve in any way interfere with the establishment, functioning or administration of the workers representatives or collective bargaining. It is also



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communicated to all that joining trade union shall not result in any negative consequences or retaliation from Astron Paper and Board Mill Ltd. to them.

- Astron Paper and Board Mill Ltd. meets with workers representatives as and when required to address issues relating to wage revision, payment of bonus and other employee welfare provisions. The minutes of such meetings are recorded and settlement arrived at is signed. The communication is recorded and suitable decision is taken with intimation to them.
- There are no such situations under which the right to freedom of association and collective bargaining is restricted under law. Hence the requirement of parallel means of collective bargaining is not applicable to Astron Paper and Board Mill Ltd.
- It is ensured by Astron Paper and Board Mill Ltd. that worker's representatives are not subjected to any discrimination, harassment, intimidation and retaliation for being union members, representative(s) of workers or engaged in organizing workers, and such representative have access to their members in the workplace.
- The employees are free to speak to the Management on any matter relating to working conditions, facilities provided or other matters that affect them.

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